

**CITY OF MEMPHIS
REQUEST FOR PROPOSAL #2987**

RESPONSE TO VENDOR QUESTIONS

Question 1:

The use of SMEs is not permitted – does this refer to internal Dept. SMEs only? Or, does it also refer to the consultants' SMEs? P.6

Answer: The use of internal (MFD) subject matter experts (SMEs) are not permitted for the development of test content (i.e. test questions). This does not refer to the consultants' SMEs.

Question 2:

How does the current selection processes for recruits and firefighters differ? Is it correct to say that recruits go through a full recruit school and firefighters/paramedics are hired with pre-certification and go through a limited recruit school? Or, are recruits hired only, and after they complete recruit school they become firefighters/paramedics?

Answer: There is no basic difference in the selection process (i.e. testing) for recruits and firefighters. Yes, the fire recruits do go through the full fire academy (recruit school) and firefighter/ paramedics are hired with pre-certification (licensure) and go through a modified fire academy which includes an extensive Field Training Officer (FTO) program and coursework for paramedics.

Question 3:

Depending on your answer to question 2, what is the difference in the training that recruits and firefighters/paramedics receive after hire?

Answer: Paramedics go through a modified fire academy in that their paramedic training at the fire academy includes an extensive FTO program and coursework.

Question 4:

Can we use Department SMEs for the job analysis phase only?

Answer: Yes, consultants can use internal (MFD) SMEs for the job analysis phase only. (This answers questions: 10 and 11.)

Question 5:

Please describe the existing selection procedures for these two positions, including i) when they were originally created, ii) who created them (e.g., were they created internally or by an external consultant), iii) the types of measures utilized, and how they are combined for purposes of decision-making and, iv) if a multi-stage selection procedure is utilized, the procedure for determining which applicants will move from one

selection stage to the next (e.g., a cutoff enforced on a written examination, followed by further selection on some other measure).

Answer: After the contract has been awarded, the successful bidder will be given some of this information during the kick-off meeting with the City.

Question 6:

Please describe the minimum qualifications that have been used for these two positions.

Answer: Please see the attached job descriptions for both positions. Please note that the job description for fire recruit is in the process of being amended to include a certification time period of three years and six months instead of three years.

Question 7:

Will the City of Memphis personnel conduct the test administration at all locations?

Answer: Please refer to the answer for Question 14.

Question 8:

Please describe any post-hire training that fire recruits/firefighter paramedics receive. Are there any technical, dedicated firefighting/paramedics knowledge and skills that fire recruits/firefighter paramedics are expected to have at the time of hiring?

Answer: Applicants who are initially hired as fire recruits are then hired as the title "firefighter" once they successfully complete the fire academy. The firefighter then has three years and six months (3.5 years) to obtain his/her paramedics licensure.

No, there are no technical, dedicated firefighting/paramedics knowledge and skills that fire recruits are expected to have at the time of hiring. Firefighter/paramedics are expected to have his/her paramedics licensure at the time of hiring, but they are not expected to have any technical, dedicated firefighting knowledge and skills.

Question 9:

Has there been any litigation in relation to the current selection procedure? If so, please describe the timing nature of the litigation, and its outcome.

Answer: No, there is no litigation in the current selection procedure.

Question 10:

Would the City of Memphis reconsider the consultant's use of SMEs during test development given that the RFP relates to an entry-level test? If not, is this stipulation limited to the development of entry-level test content?

Answer: See the answer to Question 4.

Question 11:

Can SMEs still be used during the job analysis phase?

Answer: See the answer to Question 4.

Question 12:

The anticipated number of candidates ranges from 1,000 – 2,000. Is this volume annual? (Section 1.2)

Answer: No, this volume is not annual. The anticipated number is per the period that the hiring list(s)/register(s) is active (i.e. two years or less).

Question 13:

How does the City of Memphis currently administer the exam and how frequently? What is the preferred method moving forward?

Answer: The City currently administers a battery of written tests and a physical ability test. The City will leave the preferred method moving forward to the discretion of the consultant based upon his/her expertise.

Question 14:

Does the City's staff proctor the test or does the current selection company provide that service?

Answer: Depending upon the testing methods/components used in the selection process, the City will provide staffing as necessary. (This answers question 7.)

Question 15:

Does the City currently provide study guides to candidates prior to testing dates? Would they want these in the future?

Answer: Currently the City provides candidates with information on how to prepare for the physical ability test. The need for additional study guides/materials is at the discretion of the consultant.

Question 16:

What is the specific licensure requirement for consideration of a proposal from a bidder? (Section 1.1)

Answer: Section 1.1 sufficiently addresses this question.

Question 17:

Can subject matter experts from other jurisdictions (i.e. other than Memphis) be utilized in test development? (Section 1.2a.v)

Answer: Yes, subject matter experts from other jurisdictions can be utilized in test development; however, consultants must be mindful of the integrity of the process when selecting the outside jurisdictions (i.e. proximity to Memphis).

Question 18:

Can the City expand upon/clarify what is meant by “additional assessment tools/tests needed to measure pre-employment screening and background checks?” (Section 1.2aviii)

Answer: The City cannot expand upon this question.

Question 19:

In 2007, the MFD administration attempted to implement a policy that all new firefighters would be required to become paramedics within 3 years of employment. Is this still being required?

Answer: As of September 2010, all new firefighters are required to become paramedics within 3.5 years of employment. The City’s job description for fire recruits has not yet been finalized with this amended change in the certification requirements.

Question 20:

Does the MFD still provide an in-house training program for employees who want to become paramedics?

Answer: Yes

Question 21:

Should proposals estimate costs based on 2,000 candidates?

Answer: The City suggests that the bidders base the cost upon the lower end of the range (i.e. 1000 candidates) and include the cost for increments of 500.

Question 22:

Can proposals identify “estimated costs” that would not be billed to the City unless actually incurred (e.g., for a case where \$10,000 is estimated for purchasing off the shelf written tests but only \$2,500 is spent because of lower number of applicants)?

Answer: Yes.

Question 23:

Is the City open to proctored on-line testing or is group administered paper and pencil mandatory?

Answer: No, the City is not open to proctored on-line testing at this time.

Question 24:

Is large-group testing (e.g., 1000 applicants) expected for the current process?

Answer: Please refer to Section 1.2 of the RFP in regards to the anticipated number of candidates.

Question 25:

The list is anticipated to be good for two years. Approximately how many classes are anticipated to be filled over this time period?

Answer: Classes are based upon MFD needs, the budget, retention, and the number of successful applicants. The total number of classes to be filled over a two-year period is unknown; however, MFD prefers to conduct two (2) classes per year.

Question 26:

Over the past ten years the City has validated at least two different testing/selection systems. What are the specific concerns that the MFD and City have with these tests that have caused them to look for alternatives?

Answer: The City does not find this question relevant to the RFP.

Question 27:

How important is it for written tests to use fire fighter language in the items? That is, how important is it for tests to "look relevant" to the test takers?

Answer: The development/design of written tests and the use of firefighter language in written tests are at the discretion of the consultant.

Question 28:

Can the consultant validate the CPAT with a concurrent validation study versus using a transportability study?

Answer: The validation of the CPAT using a concurrent validation study versus a transportability study is at the discretion of the consultant and his/her professional decision.

Question 29:

How many current fire fighters have completed the CPAT? Of these, how many are still in training?

Answer: The City does not find this question relevant to the RFP.

Question 30:

Can the consultant propose to validate “off the shelf tests” or “tests that are already constructed,” or does the City prefer that new written tests be created by the consultant during this project?

Answer: The decision to propose to validate “off the shelf tests,” “tests already constructed,” or new written tests created by the consultant is at the discretion of the consultant.

Question 31:

Does the City want to ensure that its paramedic applicants will possess a high level of competence and skill the first day on the job?

Stated otherwise, does the City want the consultant to create a simulation to assess paramedic skills or can the consultant consider validating general ability tests that measure the paramedic’s “potential” to successfully perform once hired?

Answer: The skill level of paramedics has already been determined by their licensure. Therefore, the content of the tests for fire recruit and firefighter/paramedic is at the discretion of the consultant and his/her professional expertise.

Question 32:

What are the specific expectations regarding the consultant’s role and City’s role for administering the physical and written tests? Specifically, who will be responsible for the following activities?

- Training outside test proctors
- Paying test proctors (e.g., for CPAT, written tests)
- Paying for test facilities
- Corresponding with candidates
- Paying for the CPAT license and/or equipment
- Administering the CPAT to all candidates
- Proctoring the CPAT
- Locating and securing testing facilities
- Scheduling candidates
- Distribution of test packets
- Distribution of orientation packets (e.g., release letters, clothes to wear)

Answer: Further specifics regarding the consultant’s role and the City’s role will depend upon the type/method of testing that is proposed.

Question 33:

Please identify other major administration activities that will be the responsibility of the consultant and City.

Answer: Please refer to the "Scope of Work" (Section 1.2) in the RFP.

<u>JOB TITLE:</u>	Firefighter/Paramedic-Probationary	<u>JCC#:</u>	F502PA
<u>DIVISION:</u>	Fire Services	<u>DATE:</u>	10/1/96
<u>SERVICE CTR:</u>	Emergency Medical Services	<u>LAST REVISED:</u>	8/20/06
<u>FLSA:</u>	Non-Exempt		

ESSENTIAL JOB FUNCTIONS: Works under an assigned fire station Lieutenant and on-duty Emergency Medical Services (EMS) Lieutenant: questions patient or other bystanders to gather medical information; checks pulse and respiration of patient; administers medical treatment in response to patient's medical condition and according to orders and protocols; determines whether to transport patient using ambulance or wing based on medical situation; communicates with medical personnel at hospital regarding medical treatment and/or condition of patient; loads/unloads patients into/from ambulance; drives emergency ambulance on an emergency call in a safe manner; transports patients to hospitals or medical facilities; listens for alarm and details of radio message received from alarm office; puts on protective equipment such as air pack, turnouts, gloves; searches for victims in smoky areas; determines safest evacuation routes for self/victim; pries open vehicles, equipment, or structures using specialized equipment such as the jaws-of-life; drags or carries an unconscious victim down ladders or stairs; connects hoses and couplings to water sources, pumps, nozzles, etc.; advances charged hose lines to fight fire; identifies flammable or hazardous materials; lifts and maneuvers hand-held and hand-raised ladders; extinguishes fires in areas where there is no visibility and extreme heat; opens holes in structures using axes, pike poles, or other equipment; preserves evidence of arson for use by an arson investigator; develops and maintains current knowledge of well-established fire fighting procedures; maintains paramedic license; cleans equipment; and inspects or tests equipment on apparatus.

OTHER FUNCTIONS

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Assists other Firefighters in lifting and carrying a victim and stretcher weighing an average 220-240 pounds (160-180 pound victim average and 60 pound stretcher). Requires walking, running, standing, lifting, climbing, stooping, etc. Requires the ability to meet the physical demands required to extinguish fires including performing firefighter duties wearing turnouts, air tank, air mask, gloves, etc. and to make routine inspections of buildings, hydrants, and immediate surroundings for existence of fire hazards.

TYPICAL WORKING CONDITIONS: Works from assigned fire station to perform firefighting/paramedic duties in emergency vehicles, such as ambulances, trucks, pumpers or other apparatus at the scene of fires, and/or on emergency calls. Works a twenty-four (24) hour shift, fifty-six (56) hours a week. Exposure to infections and diseases that are contagious. Exposed to extreme weather conditions. Assists hospital personnel in emergency situations. Deals with the public under possibly stressful and/or dangerous conditions. Performs firefighting duties exposed to extreme heat, heavy smoke, and toxic fumes at fire scenes.

Firefighter/Paramedic-Probationary

REVISED: 8/20/20006

MINIMUM QUALIFICATIONS:

1. Must be a citizen of the United States.
2. High school graduate or equivalent required.
3. Candidate's age must be at least twenty-one (21) years by the starting date of the Firefighter/Paramedic Class for which he/she is considered; and candidate's age can not exceed thirty-five (35) years by the date of employment in this position.
4. Must be currently licensed by the State of Tennessee as a Paramedic (EMT-Advanced), or be eligible for reciprocity in the State of Tennessee as a licensed Paramedic and obtain State of Tennessee Paramedic licensure prior to employment. Must maintain Paramedic licensure as required by state guidelines in accordance with the Tennessee Emergency Medical Act as a condition of continued employment.
5. Must be record free of any felony and/or misdemeanor conviction involving moral turpitude and pass required background investigation.
6. Must pass comprehensive medical examination which meets the National Fire Protection Association Standards (NFPA-1582). Must pass a battery of tests which may include written fire selection tests, paramedic competency evaluation, and physical ability test. Must progress through the State of Tennessee Fire Fighter Certification Program (as specified in NFPA Standards 1001) as a condition of continued employment.
7. Must have a valid Class D Tennessee Driver's License with Endorsement F. Knowledge of the Memphis geographical area preferred.

Eric J. Johnson 8/20/06
 WRITTEN BY: DATE:

ADA/EEO REVIEW: DATE:

Lee B. Johnson 8/22/06
 DIVISION APPROVAL: DATE:

JOB TITLE: Fire Recruit
DIVISION: Fire Services
SERVICE CTR: Fire Suppression
FLSA: Non-exempt

JCC#: F504FP
DATE: 7/3/96
REVISED: 12/8/06

ESSENTIAL JOB FUNCTIONS: Works under an assigned fire station Lieutenant: listens for alarm and details of radio message received from alarm office; puts on protective equipment such as air pack, turnouts, gloves; searches for victims in smoky areas; determines safest evacuation routes for self/victim; pries open vehicles, equipment, or structures using specialized equipment such as the hydraulic rescue tool; drags or carries an unconscious victim down ladders or stairs; connects hoses and couplings to water sources, pumps, nozzles, etc.; advances charged hose lines to fight fire; identifies flammable or hazardous materials; lifts and maneuvers hand-held and hand-raised ladders; extinguishes fires in areas where there is no visibility and extreme heat; opens holes in structures using axes, pike poles, or other equipment; preserves evidence of arson for use by an arson investigator; develops and maintains current knowledge of well-established firefighting procedures; maintains certifications; cleans equipment; inspects or tests equipment on apparatus; questions patients or other bystanders to gather medical information; checks pulse and respiration or victim or patient; and administers first responder treatment in response to patient condition.

OTHER FUNCTIONS:

1. Performs additional functions (essential or otherwise) which may be assigned.

TYPICAL PHYSICAL DEMANDS: Must be able to lift and carry a victim, hose, or other equipment weighing an average 160-200 lbs. while wearing turnouts, air tank, air mask, gloves etc. Requires walking, running, crawling, standing, lifting, climbing, or stooping for long periods of time while wearing turnouts, air tank, air mask, gloves etc. Requires the ability to meet all physical demands required to extinguish fires and to make routine inspections of buildings, hydrants, and immediate surroundings for existence of fire hazards.

TYPICAL WORKING CONDITIONS: Will be exposed to extreme heat, thick smoke, and toxic fumes in fire fighting situations. Works from assigned fire station to perform firefighting duties in emergency vehicles, such as trucks, pumpers, or other apparatus at the scene of fires and/or on other emergency calls. Works a twenty-four (24) hour shift, fifty-six (56) hours a week. Exposed to all types of weather conditions. Deals with the public under possibly stressful and/or dangerous conditions.

THE MINIMUM QUALIFICATIONS PRIOR TO INITIAL EMPLOYMENT:

1. Must be a citizen of the United States.
2. High school graduate or equivalent required.
3. Candidate's age must be at least twenty-one (21) years by the starting date of the Fire Recruit Class for which he/she is considered; and candidate's age cannot exceed thirty-five (35) years by the date of employment in this position.
4. Must be record free of any felony and/or misdemeanor conviction involving moral turpitude and pass required background investigation.
5. Must pass comprehensive medical examination which meets the National Fire Protection Association Standards (NFPA-1582). Must pass a battery of tests which may include written fire selection tests and physical ability test.
6. Must have and maintain a valid Class D Tennessee Driver's License with Endorsement F, as a condition of employment. Out of State applicants must have a valid driver's license upon entry into the Fire Training Academy and within six (6) months must have a valid Tennessee Driver's License with Endorsement F. Knowledge of the Memphis geographical area preferred.

SPECIAL REQUIREMENTS THAT MUST BE COMPLETED AS A CONDITION OF CONTINUED EMPLOYMENT:

1. Must successfully complete course work and testing in order to become certified by the State of Tennessee as an Emergency Medical Technician-Intravenous (EMT-IV) and maintain EMT-IV Certification within one (1) year with the Memphis Fire Department, as a condition of continued employment.
2. Must successfully progress through the State of Tennessee Fire Fighter I Certification Program within one (1) year with the Memphis Fire Department and must successfully progress through the State of Tennessee Fire Fighter II Certification Program within three (3) years with the Memphis Fire Department (as specified in NFPA Standards 1001), as a condition of continued employment;
3. Within three (3) years of employment with the Memphis Fire Department, must become licensed by the State of Tennessee as a Paramedic (EMT-Advanced), as a condition of continued employment.

Prior to entering the paramedic licensure program, candidate must be able to demonstrate the following competencies:

- Must complete a semester of College-level Mathematics or Algebra (no remedial Math);
- Must complete two semesters of College-level English;
- Must take the Academic Assessment Placement Program (AAPP) Examination or an examination acceptable to the Board to determine academic eligibility into the program unless the applicant meets the requirements through the ACT scores or accumulated college credits.

WRITTEN BY:

COMPENSATION
APPROVAL:

EEO/ADA REVIEW:

DATE:

DIVISION APPROVAL:

DATE: